

School of Business
Set Rep Meeting Minutes
Tuesday, April 26th, 2016
5:30pm-6:30pm

Chair: Meghan Fisher, Chair of the School of Business

Meeting Minutes: Miranda Cross, BCITSA Program Coordinator

1.1 Call to order

Meghan calls meeting to order at 5:34

1.2 Overview/Introduction of Agenda

1.3 Presentation from BCITSA Career Services, Sara Kandathil

Sara presented on 'Career Services – Biggest Career Related Mistakes You Can Make When Graduating'. BCITSA HR asked Sara to come into all the Set Rep meetings to give set reps additional professional development so that they can have an edge over other students.

Sara conducted a survey from BCIT instructors and presented the data.

Overview of the findings

1. The data
 - a. 32 instructors responded
 - b. How prepared are students for entering the job market? Instructors answered: 44% prepared, 19% very prepared, 0% unprepared
 - c. What are some of the biggest mistakes students make?
 - i. Resumes aren't targeted
 - ii. Not enough company research
 - iii. Focusing on only one job search strategy
 1. What is the most common? Online
 - iv. Not able to communicate unique skills/traits/experience
 - v. Appearing unprofessional
 1. What to wear, online presence as well
 - d. Common themes across BCIT instructors about students entering the job market:
 - i. Not willing to relocate
 - ii. Waiting till after grad to begin job search
 - iii. Unrealistic expectations – wanting a dream job right away
 - iv. Being too specific in job search
2. Biggest misstates that students make according to Instructors from the School of Business:
 - a. Lack of professionalism with potential employers

- b. Being too targeted and limiting job search
 - c. Being too nervous
 - d. Resume needs further work
3. Tips for job searches:
- a. Start early
 - b. Use your network – be bold and proactive
 - c. Treat the job search like a job
 - d. Research what ignites your passion about the company you're applying to
4. How can Career Services help?
- a. Networking events, Info Session and Workshops
 - b. Interview Workshops
 - c. Resume Workshop, Office Hours

Sara will be transitioning out of her current role of Career Specialist for the School of Business to the Manager of Entrepreneurial Services. Tania Loken will be replacing Sara as a Career Specialist; Tania has been working with the BCITSA Career Services as a workshop facilitator and will be moving into her new role next week.

1.4 JDC West Recruitment

JDC West competition theme will for 2017 is 'Empower New Beginnings'; The University of Lethbridge has been removed so BCIT can participate.

The current requirements for students to compete are that students need to be in BBA or BTEch and full time status (3 classes). BCIT is currently negotiating with JDC West to allow 1st and 2nd year students to compete but currently only 3rd and 4th year students are eligible.

Recruitment for the JDCW BCIT Team will be commencing over the coming months, a google form for students to fill out will be sent shortly.

The cost to participate in the competition is \$1,000 each however there will be no cost for students.

Q: What is the time commitment for JDC West?

A: Depending on the role you wish to take; for a captain position there is more time commitment. For a student position approximately 4 practices and 1 mock JDC West.

1.5 Year End Boar Cruise: May 27th, 2016

Year-end boat cruise is booked for May 27th and is open to all BCIT students. The theme is 007 and is semi-formal. Tickets are \$35 plus tax and more information can be found at bcitsa.ca. This is a 19+ event and food and bar will be on the ship. Tickets are 1/3 sold out. Anyone is invited to come but must show up with a BCIT student and their BCIT ID.

1.6 Feedback for next year

- Once per month
- Not enough content
- More guest speaker from industry
- Room location change
- Emails are ok - C & P options
- Master set Facebook group - option to share through social media
- Way to see if they are going to show up to the set rep
- Get the PPT to send out to the set reps
- New Media design - not enough for them to get involved

1.7 Meeting Adjourned at 6:15